

TRUSTEE'S NOTICE OF ASSETS AND COURT NOTICE TO FILE CLAIMS

All cases filed under Chapter 7 are deemed to be no asset unless and until the case trustee files a **Notice of Assets**. Once this notice is filed, a **Court Notice to File Claims** must be served on all creditors, which contains the applicable proof of claim deadlines for creditors and government agencies.

DOCKETING

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee/US Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Assets**; click [NEXT]
- STEP 5** If the Trustee has filed the Notice without an attorney, leave the **Select Attorney** screen blank and click [NEXT]. Otherwise, select the appropriate attorney; click [NEXT]
- STEP 6** Select **the Trustee as the Party** filing the Notice, click [NEXT]
- STEP 7a** The **Date Document Filed** field should be left at default of current date (date the Notice of Assets is being issued); click [NEXT].
- STEP 7b** Attach in pdf the Notice of Assets; click [NEXT]
- STEP 8** Assign case number; click [NEXT]
- STEP 9** FINAL docket text appears; review for accuracy, modify if appropriate; click [NEXT]

SAMPLE DOCKET TEXT

Trustee's Notice of Assets and Request for Notice to Creditors to File Claims Filed by Trustee Louis Geremia. (Thurston, Susan)

- STEP 10** **Notice of Electronic Filing displays**
-